UNITED
NATIONS

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Secretariat

ST/IC/1993/41
10 August 1993

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: Director of Personnel

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The After-School Recreation and Study Programme for United Nations Children will begin its twenty-third year in September 1993 with very limited subsidies. It continues to be conducted under the auspices of an independent Board of Trustees. Qualified staff members supervise games, athletic activities, dance and creative movement, arts and crafts and homework.

2. The fall semester will run from Monday to Friday beginning on Tuesday, 7 September 1993, from 3.15 p.m. to 6.15 p.m. in the DC2 building, 45th Street entrance (330 East 45th Street). Transportation is provided from the United Nations International School building at 25th Street to the DC2 building. Private transportation arrangements must be made for children coming from other schools.

3. The Programme is open to 5- to 12-year-old children of United Nations parents. It is a subsidized programme established essentially for working parents not in a position to provide after-school care for their young children. Therefore, parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000. Depending on demand, further criteria may be established by the Board of Trustees.

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* Personnel Manual index No. 13000.

4. Interested parents are asked to complete the application on the attached form and return it by 26 August 1993 to room DC2-839. There will be a late fee of $50.

5. There have been numerous complaints about the presence of children in the Secretariat Building and in the DC1 and DC2 buildings. Staff members are therefore expected to enrol their children between the ages of 5 and 12 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children supervised.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN

Fall semester 1993

Renewal [ ]

New application [ ]

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

UNITED NATIONS **ST**

Secretariat

ST/IC/1993/42
10 August 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR ARABIC PROOFREADERS

1. A competitive examination for the recruitment of Arabic proofreaders will be held on 12 and 13 January 1994 in New York, Geneva, Vienna, Cairo and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic proofreaders will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Copy Preparation and Proofreading Section, Interpretation, Meetings and Documentation Division, Office of Conference Services, of the United Nations Secretariat in New York. Proofreaders are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

(b) Have a perfect command of Arabic and an excellent knowledge of either English or French. Knowledge of another official language of the United Nations (Chinese, Russian or Spanish) is desirable. The Board of Examiners, appointed by the Director of Personnel, Office of Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have

been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the principal language of instruction. The Board of Examiners may, at its discretion, admit a candidate who has graduated from a university at which the principal language of instruction is not Arabic provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic;

(d) Have three years of experience in the printing/publishing industry or in the preparation of official documents and publications of the United Nations.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be received by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

I. Copy preparation (2 hours);

II. Proofreading against manuscript (3 hours and 15 minutes);

III. Arabic language aptitude test (1 hour and a half);

IV. Language aptitude test in either English or French (45 minutes).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The purpose of the interview is to assess each candidate's general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore,

candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as Arabic proofreaders for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their proofreading functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. Upon completion of a training period, proofreaders will be required to work on desk-top publishing or similar equipment.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 29 October 1993, to:

Competitive Examination for Arabic Proofreaders
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 29 October 1993, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1994 COMPETITIVE EXAMINATION FOR ARABIC PROOFREADERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in the printing/publishing industry or in the preparation of official documents and publications of the United Nations.

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1993/42 and I understand that, if I am successful in the competitive examination for Arabic proofreaders and recommended for inclusion in the roster, my assignment as an Arabic proofreader will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of the circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P.5) form. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DESD, DPA, OGS, OCS, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ "Main language" should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1993/42.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
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Secretariat

ST/IC/1993/43
24 August 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1993 FIELD SERVICE PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the 1993 Field Service Promotion Review Panel, has approved the following promotion register for staff members in the Field Service category for promotion to the FS-7, FS-6, FS-5 and FS-4 levels:

To FS-7

Michael James CALLINAN
Carl Vincent NUGAWELA

To FS-6

Sher Singh AGRAWAL
Danilo Aquino ARCINAS
Colwyn CALLENDER
Pablo CORNEJO
Carl DELPHIN
Jongjai HANGSAPRUK
Karl G. JUNTTI
Gordon MCDOUGALL
Markku MIKKOLA
Pirojna ONMONGCOL
Nabor RIQUELME
Mary ROTH
Sune SANDSTROM
Lars SKOLD
David TSIKATA
Mauno VANTTAJA
Allan VENTII
Anthony WILKINSON

To FS-5

Thaddeus ANGLIN
Stephens Kwami ASENSEH
Shuji ASHIMA
Samuel BAIDOO
Norma CARIS
Francis S. DANSO
Victor DUMET
Samuel Asane DUODU
Per EINARSON
Raphael HAILE
Roland HANSSON
Halldor HILMARSSON
Amnuay KAEWKHONKAEN
Mohd KELIWAN
Michael LAIRD
Morris LIKUYANI
Amado LIMPIN
Eckehart LOCZI
Jose MENESES
Vidar NORGAARD
Francisco Javier OJEDA
Johny PANTOW
Andreas PLAWENN-SALVINI
Thomas RAINEY
Lars WIELANDT

To FS-4

Gilbert K. AKOR
Taitnarine BALDEO
Augustine BIELONWU
John BREHENY
Calvin CALLUM
Krister B. E. EKELUND
Elizabeth D. EVERSON
Anthony FINLAY
Bekene Joseph FUAYEH
Robert HARLAN
Charles HARRIS
Margaret HEADLEY
Lennox HOOSEIN
Phillip JOHN
Selwyn NATHANIEL
Percy NEWLAND
Evon Patrick PARKES
Stephen PETERSSON
Winston D. ROACH
Inge SODAHL
Vincent TABULOV
Rupert THOMAS
Frederick J. TINGLE

2. Promotion from the register will be authorized by the Director of Personnel to the extent possible, depending on the availability of posts. The latest date of implementation will be 30 June 1994, bearing in mind that the register year runs from 1 July 1993 to 30 June 1994.

Recourse procedure

3. Staff members are reminded of the criteria for promotion, which include: (a) performance; (b) record of mobility; (c) academic training and professional qualifications and achievements; (d) linguistic proficiency; (e) supervisory abilities and leadership capabilities, as applicable; (f) guidelines and measures to improve the status of women; and (g) seniority in grade and experience. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure the full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Review Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters must be submitted (in 12 copies) WITHIN ONE MONTH of the publication date of this circular and should be addressed to the Chairperson of the 1993 Field Service Promotion Review Panel, through the Secretary of the Panel, room S-2560B.

5. Relevant information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

6. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.

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Secretariat

ST/IC/1993/44
30 August 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: WORKING HOURS*

1. From Tuesday, 21 September 1993, until the last day of the forty-eighth session of the General Assembly, the normal working hours at Headquarters will be 9.30 a.m. to 6 p.m., as provided in staff rule 101.2 (a).

2. Heads of department or office may authorize an alternative schedule of 9 a.m. to 5.30 p.m. for staff of their department or office, or of any major division, if this is more suitable to meet the needs of that particular service. Essential services must be maintained at all times to fulfil the meeting requirements of the General Assembly.

3. From the day following the last day of the forty-eighth session of the General Assembly, the normal working hours will be 9 a.m. to 5 p.m. or 9.30 a.m. to 5.30 p.m., as the case may be, until further notice.

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* Personnel Manual index No. 1230.

93-47748 (E) 310893 030993

UNITED NATIONS

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Secretariat

ST/IC/1993/45
31 August 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: OFFICIAL TRAVEL AGENCY AT HEADQUARTERS*

1. The Headquarters Committee on Contracts has recommended the award of a three-year travel management service contract to American Express Travel Related Services Company, Inc., from 1 September 1993 to 31 August 1996, with an option to renew for an additional two years, and has invited the Purchase and Transportation Service (PTS), the United Nations Development Programme (UNDP) and the United Nations Children's Fund (UNICEF) to negotiate a final contract with American Express. That recommendation has been approved. In the event that a contract is finalized and entered into with American Express, the arrangements described below would take effect.

2. The offices of the travel agency will continue to be located at:

(a) Room S-2008 - to service Secretariat staff;
Ext. 3-6280 or Tel.: 593-1838
Fax.: 593-1021

(b) Room DC1-1643 - to service UNDP staff;
Ext. 4-5185 or Tel.: 593-0130
Fax.: 593-0319

(c) Room DC3-408 - to service UNICEF staff;
Ext. 5-7641 or Tel.: 593-3110
Fax.: 593-3216

(d) Room 1407 (Daily News Building) - to service Office for Project Services (OPS) and United Nations Population Fund (UNFPA) staff.
Ext. 4-6506 Fax.: 983-4556

* Personnel Manual index No. 7075.

3. All reservations made with the current contractor, Carlson Travel Network (CTN), will be transferred to American Express as of the date of the change-over.

4. Individual travellers and departments and offices are advised to make reservations for travel commencing during the transition period well in advance of the expected departure date and complete the ticketing process as early as possible in order to avoid any delays. In addition, executive and administrative offices as well as individual travellers should submit any unused tickets or portions of tickets which need to be refunded to the Travel Claims Unit as soon as possible in order to avoid delays in the processing of refunds after the current contractor has moved off site.

5. A further information circular will be issued when a contract has been entered into with American Express.

UNITED
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Secretariat

ST/IC/1993/46
1 September 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of Personnel

Subject: STAFF DAY 1993

1. The observance of Staff Day on Friday, 10 September 1993, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members a chance, before the work of the General Assembly, not only to relax and have fun but also to reaffirm the esteem we hold for each other and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. Supervisors are expected to release their staff to participate in the day's activities to the extent possible and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

2. The following is a general schedule of events. A complete Staff Day programme giving full details will be issued by the Staff Union.

3. The day's activities will start with a parade from the General Assembly Public Plaza to the Secretariat Circle, where, at 9.30 a.m., there will be a ceremony honouring all those who have given their lives in the service of the United Nations.

4. At 10.30 a.m., in the General Assembly Hall, the Secretary-General and the President of the Staff Committee will address the staff.

5. Some of the other activities tentatively planned for the day are as follows:

(a) Showing of a film in the General Assembly Hall following the speeches;

(b) A concert at 2.30 p.m.;

(c) An international fashion show at 6 p.m.;

(d) A jazz concert in the Dag Hammarskjöld Library Auditorium at 6.30 p.m.

The talent show will be held on Thursday, 9 September, at noon, in the Library Auditorium.

6. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

7. Admission to all events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times.

8. Staff members will be admitted to the Staff Day Ball upon presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. Staff members should meet their guests at the gate to the visitors' entrance on 46th Street and 1st Ave. Guests may only enter through the General Assembly public lobby and must proceed through the metal detectors upon entry. In case of inclement weather, they may be met under the canopy in front of the General Assembly public lobby. From 6 p.m. to 8 p.m., accompanied guests having tickets for the Jazz Concert may also enter through the 42nd Street entrance.

9. Admission tickets to the Staff Day Ball are $2.00 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 10 September in the Secretariat Staff Lounge. To accommodate those who work at night, tickets will also be available at the same location from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 7 to 10 September. Guest tickets will be priced at $15.00 and can be purchased at the same times and locations. Please note that tickets for staff members or their guests will not be available at any time after 2 p.m. on Staff Day and will not be sold at the entrance to the Ball.

10. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to 12.30 a.m. Prices will be as follows: hard liquor, wine and beer: $3.00; juices and soft drinks: $1.00. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the 1st basement concourse of the General Assembly Building will be open for the duration of the Ball. Hot beverages and sandwiches will be on sale.

11. Staff members, including those without parking permits, will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis at the regular daily rate of $2.50 upon presentation of a grounds pass at the northern entrance at 48th Street and the East River Drive. No guests will be admitted to the garage. Guests should be dropped off at the visitors' entrance. After parking their cars, staff members should take the

elevator up to the General Assembly public lobby and meet their visitors outside at the gate to bring them inside.

12. As you are aware, in recent months it has been necessary to enhance security in the Secretariat. Please cooperate with Security Officers and follow their instructions. Such compliance will ensure everyone's safety and enable all present to enjoy the Staff Day Ball.

UNITED
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Secretariat

ST/IC/1993/47
2 September 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: Director, Office of General Services

Subject: CATERING SERVICES

1. The contract between the United Nations and the Catering Service provides for an increase of 5 per cent in price, with the exception of specific items, effective 1 April each year, if the respective consumer price index (CPI) for New York City published in February ach year by the United States Bureau of Labor Statistics increases by 5 per cent or more, or the accumulation of the CPI since the last price increase adds up to a total increase of 5 per cent or more. The published CPI rose by 5.3 per cent as of November 1992 and, therefore, it supports an overall price increase. The last overall increase was approved on 8 August 1991.

2. Under the circumstances and in response to the Catering Contractor's request, prices in the staff catering facilities at Headquarters will be adjusted as stated below effective Thursday, 9 September 1993, except those specific items which are only subject to increase at two-year intervals. These specific items will be up for review in 1994.

3. First, it is to be noted that, upon the recommendation of the Headquarters Catering Advisory Committee, the Contractor has reduced the prices of the following items:

	From:	To:
	$	$
Bananas	0.70	0.50
Onion rings	0.95	0.85
Croissants	0.95	0.85

4. Furthermore, the Contractor has also agreed not to increase prices of some items although eligible for increase, such as fruits and fruit juices, assorted cereals, muesli with milk, burgers, hot and cold chocolate, milk, espresso, cappuccino and a variety of cakes.

5. In accordance with the arrangements agreed upon, the following prices of the menus served in the catering facilities will therefore be increased as follows:

(a) Breakfast items:

	From:	To:
	$	$
Eggs (fried/scrambled/poached)	1.30	1.35
Three pancakes with syrup	1.20	1.25
Grilled ham/bacon/sausages	1.30	1.35

(b) Lunch and dinner items:

The three-tiered price structure established for the hot entrées offered daily in the Staff Cafeteria will be increased from $2.40, $3.20 and $3.95 to $2.50, $3.35 and $4.15, respectively.

Other items will be increased as follows:

	From:	To:
	$	$
Gourmet salad	4.80/6.00	5.05/6.30
Pizza (slice/small/medium/ large), plain	1.30/2.90/7.60/ 10.00	1.35/3.05/8.00/ 10.50
Pasta (Nos. 1/2)	5.45/3.35	5.70/3.50
Vegetables	0.70	0.75
Soups (cup/bowl)	0.70/0.95	0.75/1.00
French fried potatoes (small/large)	0.70/0.95	0.75/1.00

6. It is to be noted that the increases now being effected have already been delayed by over five (5) months.

UNITED
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Secretariat

ST/IC/1993/48
3 September 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: FINANCIAL SITUATION OF THE ORGANIZATION

1. In a statement to the Fifth Committee on 26 August 1993, the Secretary-General brought to the attention of Member States the precarious financial situation currently being faced by the United Nations, resulting from the lack of payment of their assessed contributions.

2. He informed the Committee that the United Nations faced a grave financial crisis. As a result of new demands and mandates, limited cash resources had been stretched to the limit. He further stated that the situation had gone from bad to worse and had now reached an unprecedented level.

3. The Secretary-General's statement to the Fifth Committee was a demonstration of his continued efforts to alert Member States to the need to pay their assessed contributions in full and on time, so that the United Nations would be able to meet its ongoing financial obligations.

4. The purpose of the present information circular is to apprise staff members at Headquarters that, unless the situation improves within the coming days, it might become necessary to defer payment of the mid-month salary advance for October (15 October 1993) until the end of the month.

93-48753 (E) 070993

UNITED NATIONS

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Secretariat

ST/IC/1993/49
9 September 1993

INFORMATION CIRCULAR

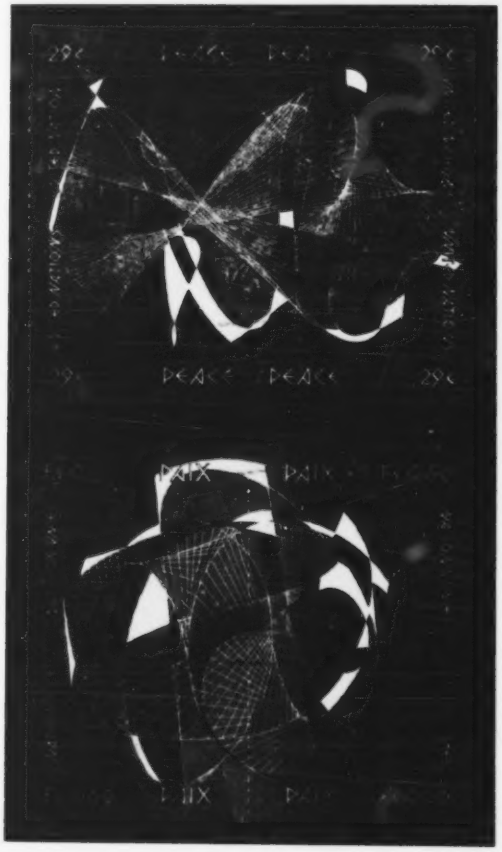
To: Members of delegations and staff

From: Director, Office of General Services

Subject: FIRST DAY OF ISSUE: "PEACE" STAMPS

1. In 1981, the General Assembly declared that the third Tuesday of September, the opening day of the regular session of the General Assembly each year, "shall be officially proclaimed and observed as International Day of Peace" (resolution 36/67).

2. To commemorate this event, on Tuesday, 21 September 1993, the United Nations Postal Administration (UNPA) will issue a set of three different designs of se-tenant blocks of four stamps and a souvenir card on the theme of "Peace".



3. These stamps are the second set to be created for the United Nations by Hans Erni (Switzerland). In 1984, he accepted a commission from the Secretary-General of the United Nations to design his first stamps for UNPA on the theme "A Future for Refugees".

4. The stamps measure 33 mm x 28 mm, perforation to perforation. Slit perforations will be used on the vertical sheets of 40 stamps. The stamps were printed in a combination process of one colour intaglio (white) and four colours in offset on pre-gummed, coated stamp paper of approximately 103 g/m^2 by the Swiss PTT.

Denominations	Quantities
29 cents	2 800 000
F.s. 0,60	2 400 000
S 5.50	2 800 000

(United States equivalents - F.s. 0,60: 45 cents and S 5.50: 52 cents - subject to exchange rate fluctuation.)

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY.

6. The "Peace" stamps will be issued in sheets of 40 stamps. A se-tenant design has been used so that the se-tenant block of four appears as one large illustration; hence each sheet will consist of 10 se-tenant blocks of four stamps. The se-tenant block of four will comprise one selling unit.

7. The forty-fourth in a series of souvenir cards will also be released on 21 September 1993 to coincide with the "Peace" issue. The card, designed by Robert Stein, a United Nations staff member, depicts the three new se-tenant blocks of stamps and carries a statement by the Secretary-General of the United Nations, Mr. Boutros Boutros-Ghali.

8. A quantity of 90,000 cards was printed in offset by the Swiss PTT. They will be available for a period of three months, while supplies last.

9. Members of delegations and the staff may obtain the new stamps and first-day cancellations on Tuesday, 21 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

10. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

UNITED
NATIONS

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Secretariat

ST/IC/1993/50
10 September 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director, Office of General Services

Subject: ARRANGEMENTS FOR ADMISSION TO THE PREMISES, PARKING, TRAFFIC, DELIVERIES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-EIGHTH SESSION OF THE GENERAL ASSEMBLY

1. The present circular describes the arrangements that will be in effect at Headquarters during the forty-eighth session of the General Assembly for admission to the premises, parking, traffic, deliveries, catering facilities and commercial operations. It should be read in conjunction with administrative instruction ST/AI/387 of 10 September 1993 on security arrangements for admission to United Nations Headquarters.

Admission to the Headquarters buildings and access to restricted areas

2. Staff members, accredited members of non-governmental organizations, the press and other affiliates will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card or laissez-passer. Staff members are reminded that, for security reasons and in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards MUST be worn at all times in a clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their identification cards are current. Expired cards will be replaced by the Pass and Identification Unit, room GA-100, upon presentation of an application signed by the staff member's executive/administrative officer. Staff members who have forgotten their identification cards will be directed to the 46th Street Visitors' Entrance, and required to pass through the magnetometer. Upon presentation of personal identification bearing a photograph, staff members can obtain a day pass at the information desk located in the lobby of the General Assembly building.

3. The second floor of both the General Assembly and the Conference buildings will be reserved for the use of members of delegations, staff members having official business in that area and the accredited members of the information

media. Proper identification of such individuals will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer from the Media Accreditation and Liaison Unit of the Department of Public Information to the second floor restricted areas. In order to gain access to the second floor, including the North Lounge and the General Assembly Hall, authorized staff members must be in possession of either an identification pass with a gold background or any other valid United Nations pass, together with a restricted-area pass for the forty-eighth session of the General Assembly. Bearer passes will be issued under arrangements made by the staff member's executive/administrative officer. Identification cards and restricted-area bearer passes must be worn in a visible manner and are subject to verification by security officers.

4. The South Lounge on the second floor of the Conference Building, exclusive of the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing arrangements under which all visitors on official business or guests wishing to gain access to the premises must enter through the 46th Street Visitors' Entrance, and then pass through the magnetometer prior to requesting admission to the Secretariat Building. At the information desk, an inquiry will be made as to whether the official to be visited wishes to receive a visitor. If so, the security officer will issue a visitor's day pass after obtaining personal identification bearing a photograph, which will be returned upon the visitor's departure from the building. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business. It will be the responsibility of each staff member visited to meet guests, accompany them at all times, and later escort them back to the public area in the General Assembly lobby for exit. Staff members will NOT be permitted to bring visitors into the premises through the Secretariat entrance. Guests of staff members will not be permitted to enter restricted areas.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification cards. On certain days, special arrangements may be in effect. Effective 18 September 1993, guided tours in the building will be suspended.

Traffic in the Secretariat Circle

7. Vehicular access through the Secretariat Circle will be restricted to the vehicle of the permanent representative of each permanent mission to the United Nations. No other vehicular access will be permitted. Staff members who normally have family members or friends meet them in the Secretariat Circle must make arrangements to be met outside United Nations premises. Staff members arriving and departing by taxi will have to be dropped off and picked up outside the 43rd Street Entrance. Exceptions will be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

8. Parking in the garage will be limited to staff members in possession of valid parking permits or decals. A limited number of temporary permits may be

issued to staff members upon written justification of the administrative/executive officer, and approval of the Garage Review Board, if exigencies of the service require the use of a vehicle for transportation. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit are liable to be towed off the premises for security/safety reasons. Car pools carrying passengers who are not in possession of valid United Nations identification will be required to discharge those persons before entering the service drive.

9. All vehicles other than those belonging to the permanent representative of each permanent mission to the United Nations will be required to enter/exit the garage via the 48th Street Entrance. Vehicles may also exit through the 42nd Street Entrance between 8 a.m. and 7 p.m., Monday through Friday.

Dining room, other catering facilities and commercial operations

10. The Ex-Press Bar may not be used for parties during the session of the General Assembly. The hours of service of the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3.7625) from 11.30 a.m. to noon or after 2 p.m., since the demand at 1 p.m. is usually heavy.

11. Staff members whose lunch hour is not determined by the schedule of meetings are urged to avoid using the cafeteria when it is most crowded, that is, between 12.45 and 1.45 p.m. Alternatively, lunch facilities in the following areas may be used: the Staff Café on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building (Visitors' Area), the cafeteria on the third floor of the UNDC-1 Building, and the cafeteria on the first floor of the UNICEF Building.

12. The hours of operation of the various facilities during the forty-eighth session of the General Assembly will be as follows:

21 September to 31 December 1993

Cafeteria (Secretariat Building - first floor)

Monday - Friday	8 a.m. - 10 p.m.

UNCA Club (Secretariat Building - third floor)

Monday - Friday	10 a.m. - 2.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday - Friday	Noon - 3 p.m.
Saturday	9 a.m. - 5 p.m.

Vendery (General Assembly Building - third floor)

Monday - Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday - Friday	11 a.m. - 7.30 p.m.

North Lounge Snack Bar (Conference Building - second floor)

Monday - Friday	11 a.m. - 7.30 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday - Friday	11.30 a.m. - 2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday - Sunday	8.30 a.m. - 4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday - Friday	10 a.m. - 5 p.m.

UNDC-1 Cafeteria (third floor)

Monday - Friday	8 a.m. - 4.30 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday - Friday	8.30 a.m. - 4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday - Friday	8.30 a.m. - 4.30 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday - Sunday	9 a.m. - 5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday - Saturday	9.30 a.m. - 5 p.m.
Sunday	10 a.m. - 5 p.m.

Automobile Service Station (South service entrance - third basement)

Monday - Friday	8.30 a.m. - 5.30 p.m.